

# Job Opportunity

## Commission on Teacher Credentialing

Ensuring high quality educators for California's diverse students, schools and communities



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACE IN PUBLIC SERVANTS.

### Office Technician (Typing)

<b>Salary:</b>	\$2,686 - \$3,264	<b>Work Hours:</b>	8:00 a.m. – 5:00 p.m.
<b>Tenure/Timebase:</b>	Permanent/Fulltime	<b>Final Filing Date:</b>	March 30, 2009
<b>Contact:</b>	Dan Gonzales (916)322-8551 <a href="mailto:dgonzales@ctc.ca.gov">dgonzales@ctc.ca.gov</a>	<b>Office/Location:</b>	Commission on Teacher Credentialing Division of Professional Practices 1900 Capitol Avenue Sacramento, CA 95811-4213

The Commission on Teacher Credentialing (CTC) is a **Special Funded** agency and is conveniently located in the downtown area near many popular restaurants, shops, public transportation, and affordable parking options.

The purpose of the CTC is to ensure integrity and high quality in the preparation, conduct and professional growth of the educators who serve California's public schools. Its work shall reflect both statutory mandates that govern the Commission and research on professional practices.

#### DUTIES:

Under supervision of the Staff Services Manager II the Office Technician (Typing) is responsible for the following:

- Interpret, review, and process arrest notices and applications. Review investigative reports and court documents for completeness. Type and send follow-up requests for incomplete documentation. Type and send applicants' letters directing them to obtain police and court records to complete file.
- Place investigative reports, court documents, and related materials into the files.
- Handle or direct the more difficult and sensitive telephone inquiries from applicants or credential holders, their legal representatives and school districts.
- Prepare cases to be reviewed by the Committee of Credentials by preparing a typed summary of allegations, circumstances, and criminal sentences.
- Type and send document requests to Courts and law enforcement agencies for documentations.
- Type, process, and mail grant and close letters after the Committee of Credentials monthly meeting. Clear the applications in CASE and move the applications to CAW for final processing and mailing.
- Order SRC files from the State Records Center. Combine SRC file with newly opened file.

#### DESIRABLE QUALIFICATIONS:

- **Integrity** – consistently adheres to his/her duties to execute the mission and responsibilities of the CTC.
- **Expertise** – be a reliable source of accurate information.
- **Teamwork** – works collaboratively and in recognition of the contribution each makes to the common purpose.
- **Respect** – recognizes the validity of other points of view and treats others with civility.
- **Problem Solving** – strives to find practical and effective solutions to achieving desired goals.

**CONDITIONS OF EMPLOYMENT:** Fingerprint clearance and typing certificate are required.

#### WHO MAY APPLY:

Individuals who possess the desirable qualifications listed above, and are currently at the Office Technician (Typing) classification or who have list, transfer, or reinstatement eligibility to the above class may apply. Appointment is subject to the State restriction of Appointment (SROA).

#### IMPORTANT NOTE:

Interested applicants must submit a State Application form, STD 678 to the above address and contact person. All applicants must clearly indicate the basis of their eligibility (*i.e.*, *SROA*, *surplus*, *reemployment*, *reinstatement*, *transfer*, or *list eligibility*) and include RPA No. 09-089. The applications will be screened and only the most qualified applicants will be invited for an interview.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.